6 May 1959

MEMORANDUM FOR THE RECORD

SUBJECT :   Minutes of the Meeting of the Systems Sub-Committee
of the Agency Planning Group, 4 May 1959

PRESENT   COMPONENT
                                                     Cable Secretary
                                                     Cable Secretariat
                                                     DC/FI/RQM
                                                     O-DDI
                                                     OCR
                                                     OCI
                                                     SA/DDS
                                                     ORR
                                                     O&M/Management Staff
                                                     A/EXO/DDP
                                                     O-DDP

1.   Customer designation on [   ] reports.

Should OCR analyst in Cable Secretariat, who affixes codes
to [   ] reports, at that time determine and assign OCR distribution?
It is the view of OCR that to determine internal-external distribu-
tion at that point would be a time and labor saving expedient. This
view, however, may be possibly in conflict with distribution concepts
of the DDP area divisions. [   ] stated that RQM will explore
this matter. If there is no DDP objection, appropriate methods will
be discussed between OCR and the Cable Secretariat.

2.   ISC Coding

Recently, the OCR analyst in the Cable Secretariat has placed
ISC codes directly on the [   ] mat, before routing it to the DDP
division concerned. The original procedure provided for simultaneous
coding by OCR and editing by DDP. No change was made for the moment,
although it was recognized that, should the test give way to volume
reporting, parallel processing should be tried again.

3. <u>Timeliness of IRS</u>

The question of time lag in IRS responses to [ ] reports was next discussed. Since no [ ] reports to date required a response from either ORR or OSI, the discussion was limited to queries to Mr. Buckingham of OCI. It is his opinion that [ ] responses have been prompt. He will re-examine the situation.

In connection with this, the meeting examined ways of easing the task of the analyst. Possible methods are: provide analysts with prepunched cards indentifying them, and with pre-addressed envelopes to OCR/MD.

4. <u>IRS Responses to TDCS Generally</u>

The broader question of soliciting IRS responses to all TDCS traffic was then opened. Both [ ] of OCI and [ ] of ORR expressed reservations regarding the effect on the workload of analysts. [ ] pointed out that one of the principal aims of the DDP is the elimination of marginal reporting, and that a careful screening of TDCS traffic would probably eventually result in the elimination of a great deal of material which analysts are now receiving. This reduction in traffic would result in decreased paper-pushing for analysts and be to their advantage. The matter will be further discussed.

5. <u>Next Meeting</u>

It was agreed that the Systems Sub-Committee will reconvene when solutions to some of these problems are ready for discussion.

<u>Distribution:</u>